



By Rich DiGirolamo

# 5 Consistent Actions of Great Employees

Making What Has Become Complicated Simple Again

## 1. Show Up on Time

Yes, you should show up to work on time. I don't need to tell you that. But every so often we need a reminder about the **Impression** we leave. What are the impressions you leave with others? Simple things like showing up to work on time, acting on commitments, and following through on promises are what go noticed. Take this moment to candidly ask yourself or others around you, what impressions have you left? Are they good?

## 2. Offer New Ideas

It happens all the time; you have a great idea; you even suggest the idea & it is shot down. Great idea? Wrong time? You suggest another idea. It too is shot down. At this point many employees shut down and stop offering their ideas. Don't stop offering ideas; it shows initiative as well as your **Commitment** to the organization. You would be surprised how many times an idea became a policy, a source of new revenue or a cost savings initiative down the road. When your idea is shot down, offer it again some day. Don't think No; think Not Now!

## 3. Pick Up A Loose End For Someone

Are you really the team player you say you are? Really? Are you always there when something needs to be completed? Are you the one offering to help others at the end of the day or running out to get to the gym, bar, class or family obligation? Next time you have a few extra minutes give it to a co-worker in the name of **Teamwork**. They'll be grateful and will return the favor one day.

## 4. Take On A New Project With Enthusiasm

Sometimes the most tedious and mundane of projects can offer information and learning beyond what you expect. When a project seems useless or painful ask yourself what you can learn from this — and make it a point to learn something. Be a continuous **Learner**.

## 5. Shut Up!

She's lazy, he's a backstabber, that group is undermining your efforts; what does he really do; she's the Flavor of the Month; pay sucks; management sucks. SHUT UP! Keep it to yourself. It will keep you out of trouble and save you from falling into the negativity that is pervasive in organizations. Negative and toxic environments perpetuate when people get sucked into the energy of negative and toxic people. You know who they are. They all find each other. They're probably having lunch together right now.

**Avoid the Negative Ones.**

Rich DiGirolamo

PO Box 584 Marion CT 06444

203.879.5970

[www.RichDiGirolamo.com](http://www.RichDiGirolamo.com)

[rich@RichDiGirolamo.com](mailto:rich@RichDiGirolamo.com)

Great Managers should read other side



# 5 Traits Employees Look For In Managers

By Rich DiGirolamo

Making What Has Become Complicated Simple Again

## 1. Think Staff Belong in School

Great managers recognize the importance of making people better at what they do. Whether you bring in an outside trainer, send people to a public seminar, utilize your in-house resources or just spend some time teaching staff how to better utilize a tool of their work, **TRAINING** is critical. Employees recognize/respect a manager who is committed to their growth/development within the organization and on a personal level as well.

## 2. Take 'Em Under Your Wing

Great managers take the approach that **all** staff want to succeed & then **MENTOR** them to success. You can be trusted with private conversations, are approachable, and you share a vision. Your success is an inspiration to the mentee. You are objective, critical and willing to advocate for a mentee. Is this you?

**MBLWYS — Manage by laughing with your staff**

## 5. Leaves Their Ego At Home

And the number one complaint by staff is....You think you're wonderful. You haven't brokered world peace yet, have you? Have you singlehandedly generated all company revenue? Probably not. Oh, and by the way, when you were a staff you hated what you've become. Great managers don't need to remind staff they are the boss, they need to remind staff what a great job the team is doing. It's about the staff and company goals; not your title. Create an **EGO-FREE** Zone.

## 3. Has Big Ears

The Great Manager knows how to **LISTEN**. He/she can drop preconceived notions and hear new ideas/thoughts presented by subordinates. Listening involves processing all sides of a discussion before making "a" decision — rather than making "your" decision. How are your listening skills?

## 4. Shares

Information is knowledge; not power. A good manager is willing to **SHARE** information; sometimes even sensitive information, to gain trust respect and build a better sense of team. Keeping people out of the loop creates dividing lines. Keeping people in the loop moves organizations forward. What information are you holding back right now? Could it be shared? Go do it and watch the reaction.

Rich DiGirolamo

PO Box 584 Marion CT 06444

203.879.5970

[www.RichDiGirolamo.com](http://www.RichDiGirolamo.com)

[rich@RichDiGirolamo.com](mailto:rich@RichDiGirolamo.com)

Great Employees should read other side